

## **1620.01 Preparing and Obtaining Approval of Affirmative Action Plans**

Issued January 1, 1994

**SUBJECT:** Preparing and Obtaining Approval of Affirmative Action Plans.

**APPLICATION:** Executive Branch Departments and Sub-units.

**PURPOSE:** To ensure that affirmative action plans are technically and legally sufficient to meet the standards adopted by the Michigan Civil Rights Commission.

**CONTACT AGENCY:** Department of Civil Rights - Affirmative Action Division.

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**SUMMARY:** The procedure for preparing and submitting voluntary affirmative action plans to the Department of Civil Rights requires: work force analysis/determination of underrepresentation; developing policy; developing and implementing the program; developing goals and timetables; and evaluating progress. Executive Order 1990-8, which establishes the Michigan Equal Employment and Business Opportunity Council, requires Executive Branch Departments to present annual equal employment opportunity plans to the Council. The Council transmits the plans to the Department of Civil Rights. Civil Rights staff reviews these plans in accordance with the procedures for all voluntary affirmative action plans then presents them to the Civil Rights Commission for approval. Upon receipt from the Michigan Equal Employment and Business Opportunity Council, departmental plans are submitted to the Affirmative Action Division, Michigan Department of Civil Rights. Division staff review each plan and make recommendations on its acceptability to the Civil Rights Department's Affirmative Action Committee. When the Affirmative Action Committee recommends approval, plans are forwarded to the Michigan Civil Rights Commission on a monthly basis. Affirmative Action Division staff appear before the Commission to review and discuss the recommendations.

When their Affirmative Action Plans are approved by the Civil Rights Commission, departments are notified in writing.

**APPLICABLE FORMS:** CR-508, Basic Steps (to Develop Effective Equal Employment Opportunity Programs).

**PROCEDURES:** Contact agency.

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